

Solid Waste Disposal and Recyclable Materials Processing Master Plan – Solicitation Overview/Preparation

Presented by:

Broward County
Purchasing Division

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Agenda:

- Overview
- Available Procurement Types
- Elements of Competitive Sealed Proposals
- Other Considerations
- Evaluation and Selection
- Process and Timing
- Questions and Answers

Consultant for Regional Solid Waste and Recycling Master Plan

- **Goal:** solicit, evaluate, and engage the most qualified consultant to prepare a **Regional Solid Waste Disposal and Recyclable Materials Processing Authority Master Plan**.
- **Scope:** Draft Scope of Work (December 2, 2022)
*Per ILA: 2.7. **Master Plan** means the master plan of operations document required to be adopted by the Authority for strategic and operational planning purposes, as well as describing the Authority's operations in detail and providing the comprehensive planning framework and strategic direction to manage System Waste, across Broward County, consistent with the Parties' responsibilities under applicable law.*
- **Estimated Amount:** \$1M
- **Term:** Project Specific (based on task durations).
- **Evaluation Criteria:**
 - Must include [F.S. 287.087, Consultants' Competitive Negotiations Act \(CCNA\)](#) requirements. CCNA covers Architect/Engineering/Surveying and Mapping Services.
 - Cannot use cost as a factor in the selection process



Competitive Sealed Proposals

RFP = Request for Proposals

RFQ = Request for Qualifications

RLI = Request for Letters of Interest

All are:

- Competitive
- Evaluation Qualifications of Consultant

Competitive Sealed Proposals (RFP, RFQ, RLI)

Request for Qualifications (RFQ)

- Method of gathering information from vendors regarding their qualifications to provide goods or services to the County

Request for Letters of Interest (RLI)

- method of selecting a vendor when you wish to obtain solutions to satisfy a need pertaining to a particular project or goal; selection based on quality, experience of the vendor and other factors

Request for Proposal (RFP)

- method of selecting a vendor(s) when you know the specific goods or services to procure; selection is based on a combination of quality, experience of the vendor, or other factors

Elements of Competitive Sealed Proposals

Project Scope

Evaluation Criteria (including References)

Responsiveness Criteria

Responsibility Criteria

Exceptions to Standard Terms and Conditions

Scope of Work

- Draft scope provided to TAC/SWWG (dated 12/2/2022)
- Comments and Feedback requested by TAC Deputy Chair
- Final Draft Master Plan Outline

Evaluation Criteria

CCNA Elements:

- Ability of Professional Personnel;
- Project Approach;
- Past Performance (includes references);
- Workload of the Firm (5 points);
- Location (5 points);
- Willingness to Meet Time and Budget Requirements (2 points);
- Volume of Previous Work (3 points)

Points assignment:

- Can have sub-categories (ex. A, B, C for Project Approach)

Other Considerations

- Conflict of Interest for Consultant (for this contract versus participation in future contracts)
- Cone of Silence in effect once advertised (limits communication between evaluators and vendors)
- EC Meetings are “Sunshined” (and meetings are video recorded)

Evaluation and Selection

- Responsiveness Review and Determination
- Responsibility Review and Recommendation
- Staff Preparation of Evaluation Matrix
- Evaluation Committee Review and Recommendations (including presentations, scoring, and recommended rankings)

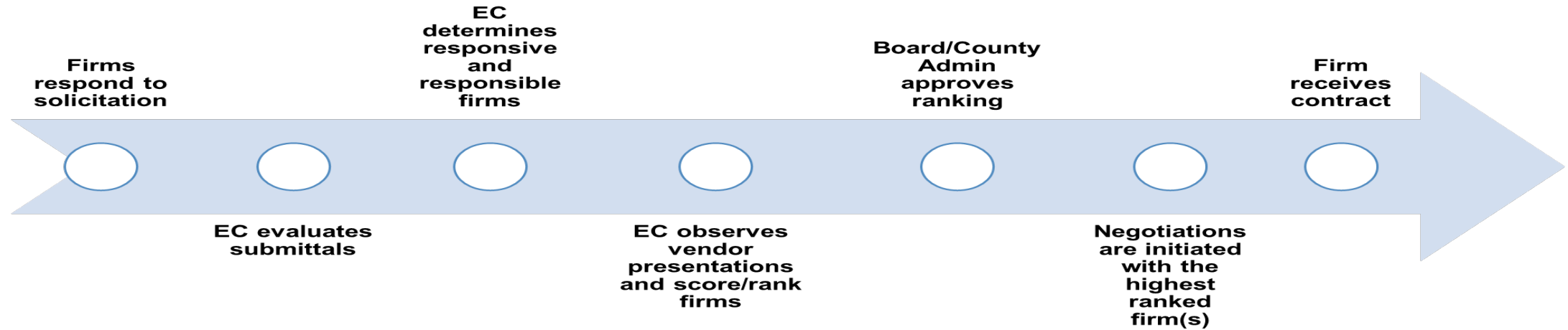
Evaluation Committee

An Evaluation Committee (EC) is responsible for recommending the most qualified Vendor(s).

The EC is recommended by Director of Purchasing and appointed to serve by the County Administrator in accordance with the following requirements:

- Committee must have no fewer than **three (3)** voting members
- **Broward County employee** – not in 1st line of supervision with another employee on committee
- **External** – non-County employee with expertise in area(s) specifically related to the subject matter of the procurement or has significant financial concern/interest in goods/services being procured
- Committee member must be free from **Conflicts of Interest** as provided by Part III, Chapter 112, Florida Statutes, and the Broward County Employee Code of Ethics

Process after Advertising



Purchasing Division Repository

- Information provided to the EC is also made available to the public via the RLI/RFP repository located at <https://www.broward.org/Purchasing/Pages/Repository.aspx>.

PNC2117589P1 Professional Engineering Services for Sanitary Sewer Collection System

Note: Please click on text to activate links. Users of Apple products, please use [MP3](#) links for audio files.

[Solicitation \(PDF\)](#)

[Goal Compliance Memorandum \(PDF\)](#)

[Financial Review Memorandum \(PDF\)](#)

[Litigation Review Memorandum \(PDF\)](#)

[Insurance Review Memorandum \(PDF\)](#)

[Purchasing Director Memorandum \(PDF\)](#)

[Evaluation Matrix \(PDF\)](#)

[Submittal - 300 Engineering Group PA \(PDF\)](#)

[Submittal - 300 Engineering Group PA \(PDF\)](#)

Questions and Answers

